



R.M. of Lumsden No. 189

REQUEST FOR MUNICIPAL DOCUMENT

In accordance with Section 117 of *The Municipalities Act*, any person may obtain copies of Municipal documents within a reasonable time after submitting a request to the local government authority.

The R.M. of Lumsden No. 189, through Council resolution 254-12, charges a fee of \$20.00 for each request. Where time in excess of one hour is spent in searching for a record requested or in preparing it for disclosure, a fee of \$15.00 for each half-hour or portion of a half-hour of that excess time is payable at the time when access is given. Photo copy charges may apply.

APPLICANT INFORMATION

(Please print)

Last Name		First Name
Address		City or Town
Postal Code	Telephone	Email

DETAILS OF REQUESTED INFORMATION

Name of record (if known)
Detailed description of record:

I understand that an application fee of \$20.00 is to be submitted with this request. I also understand that there may be additional processing fees to process this request should the processing time exceed one (1) hour.

Signature of Applicant

FOR OFFICE USE ONLY	
Date Received: _____	Application fee received: _____
Document(s) Provided Date: _____	Processed by: _____